

DD/B 64-1567  
64-1839

THE WHITE HOUSE  
WASHINGTON

March 10, 1964

MEMORANDUM FOR

THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Subject: Simplification or elimination of reports to the Government

The number and complexity of reports to the Government have increased in recent years.

Most of these reports are essential -- and many of them result from our expanding economy.

But we must be on guard to prevent duplication -- eliminate obsolete items -- and avoid unnecessary details.

Too much reporting puts a heavy burden on citizens, industry in general, and particularly on small business.

Fortunately the machinery set up by the Federal Reports Act of 1942, has been helpful in controlling reports required by Federal agencies.

Nonetheless, I consider it timely and constructive to launch a special review of all current reporting requirements at this time.

In no case should necessary reporting be eliminated -- but all unnecessary reporting should.

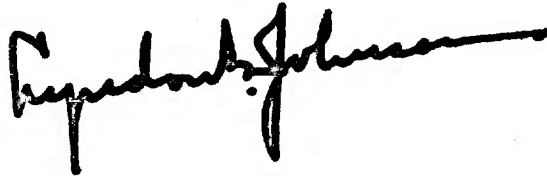
Our objective is simply this:

1. To simplify reports.
2. To discontinue reports where possible.
3. To save the time of the individual businessman as well as industry in general.
4. To make better use of the time and efforts of government employees.

-2-

This should result in a long-term saving of time and money by the Government, business and the general public.

I have asked the Budget Director to report to me on the results of this effort.

A handwritten signature in black ink, appearing to read "Richard M. Johnson". The signature is written in a cursive style with a long horizontal stroke extending to the right.

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Procurement Division/OL				
2	Administrative Staff/OL				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
Per conversation with Deputy Chief, Procurement Division this date, it is requested that your office prepare a memo for the record concerning subject of the attached memo.					
FOLD HERE TO RETURN TO SENDER					
				DATE	
				3-23-64	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

STAT

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

JP  
19 MAR 64

FROM:

Executive Officer to the  
Deputy Director for Support

EXTENSION

NO.

DATE

18 MAR 1964

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

3. Director of Logistics  
1 C 50 Quarters Eye

20 March 64

JAV

1.

OL/EO

19 March

R

2.

DD/L

19 March

R

4.

OL/AS - action

3/20

3/23

JAV/PH

5.

OL/PO w/attached note

6.

OL/AS

7.

8.

9.

VT  
VRT

10.

Att: As Stated

11.

OL/EO signature:

2 April 1964

12.

13.

14.

15.

OL 4 1964

STAT

SS -

required by law.  
under contract contract  
(Report) wages under  
to make them act  
only reports required by  
law or ex order. - contracts  
personnel + facilities.

Notes for OL 4 - 1903 from DEA.

Dec 2 April '64

LO OL/PD 3/23